



Gosforth Academy

COVID-19 Parent/Student Handbook

Main School (Years 9, 10 and 11)

Version 2 - March 2021

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A message from the Acting Director of Main School

In the week commencing 22 February, the Government published a plan for taking the country out of lockdown. Their aim is a gradual and phased approach towards easing the restrictions in a sustainable way, guided by the principles observed throughout the pandemic, beginning with the most important principle of all: that re-opening schools must be our national priority. Additional pupils and students will return to on-site education from 8 March 2021.

We are delighted that the school will be able to re-open to all students from March 8th 2021. We have worked hard on preparing the Lateral Flow Testing programme in school and updating our risk assessment, to ensure students can return to school safely.

The Department for Education (DfE) has asked us to put in a place a number measures, some of which already existed prior to lockdown, and others are to be introduced from 8th March. These measures are designed to allow us to fully reopen and reduce the risks to our school community. It is important that all parents and students understand these measures, and the reasons for their implementation. We are not medical practitioners and can only follow the guidance given to us by the DfE, who have consulted with scientists and medical practitioners to make recommendations to all schools. We are fully aware that there will not be universal favour with some of the measures being introduced, but we can only follow the guidance given to us and are implementing them in a way that is designed to protect all our students, from those who are asymptomatic in school.

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible; however, Public Health England (PHE) advice remains that the way to control this virus is with the system of controls, even with the current new variants. We are further strengthening these measures to provide more reassurance and to help decrease the disruption the virus causes to education.

Implementing the system of controls creates a safer environment for staff, pupils and students where the risk of transmission of coronavirus (COVID-19) infection is substantially reduced. The use of face coverings in recommended circumstances is one element of the system of controls and must be implemented in line with other guidance.

This is a temporary measure and will be reviewed at Easter, in partnership with health experts, to decide whether evidence suggests that these measures can be eased ahead of the summer term.

Ref: DfE Face Coverings in Education March 2021

The guidance also recommends that we test all students prior to their return to the classroom and on a further two occasions before home testing is then introduced. Parents can consent to the test being carried out by completing a consent form on frog. If you do not wish to give consent for testing to take place, you do not need to contact the school, as we will only test those students where parental consent has been given. A student will not be prevented from returning to school if parents refuse consent. Information has been placed on the website regarding the logistics and timetable for each year group to be tested and then return to school.

This handbook outlines how we are implementing Covid 19 safety measures in school to Prevent Covid-19 spreading by:

1. Students being given the opportunity to participate in three Covid Lateral Flow tests in school
2. Home testing will be introduced for all students, once three tests have been completed in school.
3. Wearing face coverings in classrooms and around the school building will be encouraged unless you have a medical exemption.
4. Minimising contact with people who are unwell;
5. Ensuring everyone in school cleans their hand thoroughly and more often;
6. Making sure that everyone coughs/sneezes in a safe way (catch it, bin it, kill it);
7. Enhancing our cleaning routines so that frequently touched areas are regularly cleaned;
8. Minimising the number of people an individual comes into contact with;

Respond to a suspected case of Covid-19 by:

9. Engaging with NHS Test and Trace if there's a suspected case in the school community;
10. Managing any confirmed cases amongst the school community;
11. Containing any local outbreak by following Local Health Protection Team advice.

The school has made careful plans to ensure that all 11 measures are in place. Measures 1 – 8 are in place all of the time and measures 9 – 11 are only to be used if there is a suspected or confirmed case of covid-19 amongst the school community.

The guide you are about to read is an important part of making sure that everyone knows how to stay safe themselves and how to keep other people safe. A detailed staff guide has been issued to all staff so that everyone is aware of their role in ensuring our school is a safe learning environment.

It is vital that all parents, carers and students take the time to read this guide in full.


In addition, it is vital that no-one attends school if they have any coronavirus symptoms. These are:

- **A high temperature:** this means you feel hot to the touch on your chest or back (you do not need to measure your temperature);
- **A new, continuous cough:** this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- **A loss or change of your sense of taste or smell:** this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

You MUST contact the school if anyone in your household has any of these symptoms. Anyone with symptoms must self-isolate for at least 10 days and longer if they still have a fever after 10 days. Please note the loss of taste and smell can persist for longer than 10 days. Anyone else in the household without symptoms must self-isolate for 10 days. The school will support any student with their education if they are self-isolating because of covid-19.

Thank you for taking the time to read this guide. If you have any questions after reading this guidance then you should contact the school by email at admin@ga.newcastle.sch.uk so that your query can be forwarded to the relevant member of staff.

Warm regards



C L Milburn
Acting Director of Main School

Testing In School

Before any testing can take place, we ask parents to complete a consent form – available on frog. Once a completed consent form is received students will be registered by the school on the testing programme. We ask parents to complete this consent form as soon as possible. **Testing is strongly encouraged, by the government and school, as it protects the whole of the school community not just the individual. Testing is not compulsory and students will not be prevented from returning to school, if their parents refuse consent.**

Testing will begin on Thursday 4th March for all Year 11 students whose parents have given consent and following a negative test result, students will come back into school on Monday 8th March.

Year 10 will be tested on Monday 8th March returning to school on Tuesday 9th March

Year 9 will be tested on Wednesday 10th March returning to school on Thursday 11th March

Year 13 will be tested on Friday 5th March, returning to school on Monday 8th March

Year 12 will be tested on Tuesday 9th March returning to school on Wednesday 10th March

Please see the website for details of the time your class is to be tested.

Testing will take place in the gym and students are asked to enter the school via the sport@gosforth entrance.

Following the initial test a further two tests will be carried out in school and then students will be provided with test kits to continue testing themselves twice weekly at home.

Uniform should be worn when attending school for your test.

Results from the test are usually available within one hour and are sent by text or email.

Face Coverings

Government guidance on face coverings has recently changed and the government are now advising that face coverings are now worn in classrooms. This policy is to be reviewed by the government after Easter but is seen by the DfE and their medical advisors, as a sensible way forward to try and ensure we do not go into a further lockdown. We had already taken the decision to encourage students to wear face coverings in communal areas such as corridors at the change of lessons and in indoor social spaces but in addition to the existing policy, students will now also be encouraged to wear face coverings in lessons.

If you have a medical condition that prevents you from wearing a face mask please contact your Head of Year for advice.

Face coverings should be worn correctly and staff will advise students on how to wear and remove masks safely.

Face coverings must preferably be plain black, plain navy blue or white or the disposable type. Scarves used as a face covering are not permitted. The school reserves the right to ask students to remove face coverings which are deemed to be inappropriate for school but will provide students with a disposable alternative.

Lower and upper school 'Bubbles'

The school will continue with the temporary changes introduced in September 2020, to allow the site to be covid-secure. The school is currently divided into four "bubbles":

- **The Year 9 bubble**
- **The Year 10 bubble**
- **The Year 11 bubble**
- **The Sixth Form bubble**

The school routine is adapted to ensure that these bubbles are kept as separate as possible during the school day as well as minimising the chance of year groups mixing within each bubble. This should reduce the number of social contacts an individual has in school, whilst still making sure we can teach our full curriculum to all students.

This guide relates to students in the three Main School Bubbles i.e. students in Years 9 and 10 & 11

If you also have a child in years 12 & 13, you should also read the guide for the sixth form school bubble so that you are familiar with the changes relevant to our older students.

The school day

The main school ‘bubbles’ will each begin registration at different times, use separate entrances, have separate social times and spaces and different dismissal arrangements at the end of the day. The main school day is shown in the following tables.

School will be open to students from 8.00am. *If possible, we want main school students to arrive at their assigned time.* If students arrive early, they must enter by their assigned entrance and go directly to their form room.

All main school students will be expected to be on time, in their correct zone and their form room for registration.

Year 9 students in forms A – H will enter the building using the door at the end of the English corridor, near the garden, entrance.

Year 9 students in forms M –U will enter the building using the languages fire exit, near the site office.

Year 10 students will enter the building via student entrance

Year 11 students will enter the building, following the one way arrows on the path around the car park to use the art fire exit at the bottom of the central staircase.

Year 12 & 13 will enter the building via S@G

Main School – Year 9	
Registration	8.40am – 8.55am
Period 1	8:55am – 9.45am
Period 2	9.45am – 10.25am
Break	10.25am – 10.55am
Period 3	10.55am – 11.35am
Period 4	11.35am – 12.25pm
Lunch	12.25pm – 1.05pm
Period 5	1.05pm – 1.55pm
Period 6	1.55pm – 2.20pm (Tues/Weds/Fri) 1:55pm-2:40pm (Mon & Thurs)
Period 7	2.40pm – 3.10pm (Mon & Thurs)

Main School – Year 10	
Registration	8.50am – 8.55am
Period 1	8:55am – 9.45am
Period 2	9.45am – 10.35am
Break	10.35am – 10.55am
Period 3	10.55am – 11.35am
Period 4	11.35am – 12.25pm
Lunch: Forms A – G	12.25pm – 1.05pm
Forms M – U	1.15pm – 1.55pm
Period 5 (A-G)	1.05pm – 1.55pm
Period 5 (M-U)	12:25pm - 1:15pm
Period 6	1.55pm – 2.30pm (Tues, Weds, Fri) 1:55pm-2:40pm (Mon & Thurs)
Period 7	2.40pm – 3.20pm (Mon & Thurs)

Main School – Year 11	
Registration	8.30am – 8:55am
Period 1	8:55am – 9.45am
Period 2	9.45am – 10.35am
Break	10.35am – 10.55am
Period 3	10.55am – 11.35am
Period 4	11.35am – 12.25pm
Lunch:	1.15pm - 1.55pm
Period 5	12:25pm – 1:15pm
Period 6	1.55pm – 2.40pm
Period 7	2.40pm – 3.30pm

Hand Hygiene

The Government has stated in their guidance for full opening that *'school's must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating'*

The school will provide washing facilities/hand sanitisers/tissues around the building, in classrooms and at main entrances/exits.

Regular and thorough hand cleaning is going to be around for the foreseeable future, therefore we encourage all students to bring a small bottle of hand sanitiser with them and take personal responsibility for cleaning their hands at these times. If students bring their own and get into good habits at the times mentioned, this will maximise learning time in the classroom, without compromising safety.

Transport to School

If possible, walk or cycle to school. Avoid gathering in large groups or loitering at the beginning or end of the day. Maintain social distancing from students in other year groups. If you cycle to school a high visibility jacket may be worn over your uniform coat or sweatshirt.

If travelling by car, you should not share a car with someone from another household. Parents cannot access the site to drop you off.

All students using public transport will be required to wear a face covering as per Government guidance. Face coverings should be worn in communal areas of the school building and in lessons. Students should wash or sanitise their hands after removing their face covering.

Moving around the site

Staff will be present on the corridors during lesson changeover to ensure students maintain social distancing and wear their face covering correctly. We expect students to behave responsibly moving quietly from room to room within their Year Group Bubble.

A one-way system will be in operation in some areas of school to support the flow of students safely around the building. The one-way system is designed to keep students and staff safe and must be obeyed at all times.

As well as this, some spaces will use specific entrance and exits to spread students out during lesson changeover.

Practical areas for PE, Art, Music, Drama, Food, DT will be used by some students outside their 'normal year group zone'. Students will make their way to these areas by the shortest route and follow the procedures and protocols in place for that department.

Registration

Year 11 should make their way to their registration room by 8.30am; Year 9, by 8.40am; and Year 10, by 8.50am. All students on site will be required to go to their tutor groups from 8.30am onwards. No communal areas will be available for use from 8.30am. The bell will sound to indicate the end of registration and signal the official start of the school day. Period 1 begins at 8:55am.

Late arrivals

Main school students should be in form rooms at their allocated time (Y11-8:30am, Y10-8:50am, Y9-8:40am). Any students arriving late will be given late comments at registration and not on the gate. They will use the normal entrance for their year group and go straight to registration.

Students arriving after 8.55am will enter the school through student entrance and **must sign in** at student reception before going to their lesson.

Break time arrangements

To ensure safety and maximise cleaning time for common touch surfaces the kitchen will not be serving food at break. We will review this as time goes on.

Break time is staggered to allow toilets to be less crowded:

Year 9 has break between 10.25 and 10.55am,

Year 10 has break between 10.35 and 10.55am,

Year 11 has break between 10.35 and 10.55am.

Years 9, 10 & 11 have their own designated outside break area. Year 9 - Active Play, Year 10 - back field and Year 11 the grassed area outside DT /IT. Students must keep away from the houses that back onto the school field. If there is a wet break, Year 9 will use the Dining Hall/Main Hall; Year 10 will use the Sports Hall; Year 11 the Social Space/ Cousins library, staying in their year group bubbles.

We will sanction any student found in the wrong area at break and lunch times.

Lunch time arrangements

Students should wash/sanitise hands before lunch. There will be no hot food available at lunchtime. Cold meals such as prepacked sandwiches, cake, drinks, fruit etc. will be available for students to purchase. This reduces the need for trays and cutlery and speeds up dinner service. This cold meal service will be reviewed after Easter.

Students may bring their own packed lunch if preferred and disposable packaging is advised, to avoid carrying contaminated containers around school. Payment will be made by the biometric system as per the Newcastle City Council safety regulations. We advise students sanitise their hands before and after using this system. The floor will be marked with appropriate tape to highlight standing positions for queuing students.

Students may not leave the site at lunchtimes.

The area used for lunch service has been extended to include the dining hall and main hall for Year 9 & 11. The social space will be used for Year 10 lunch provision. Table capacity has been reduced and students will sit side by side not face to face.)

Lunchtimes are as follows:

Year 9 - 12.25 – 1.05pm

Year 10 Forms A –G - 12.25 – 1.05pm

Year 10 Forms M – U - 1.15 - 1.55pm

Year 11 - 1.15 – 1.55pm

Classroom routines

Year 9 will predominately remain in their zones and staff will come to them. Year 9 will move to lessons for Food, D&T, PE, Drama, Music and Art in a specialist area.

Years 10 & 11 will move around within their year group zone according to their subject choices. They may not be taught in subject specialist areas for their lessons with the exception of practical subjects. Movement within a zone will be kept to a minimum.

When students arrive for a lesson, they won't queue outside the classroom but instead will enter the room as soon as they arrive. Every student must sanitise their hands when they arrive and sit where the teacher asks them to. This is important, as seating plans will be referred to if the school is required to use NHS Test and Trace.

All desks will be forward facing where possible, side by side. Teachers will try to maintain a distance of 2 metres from their class and will minimise any contact that is less than 2 metres. Learning Support Assistants will also provide support but minimise any close contact with students they are supporting. Face coverings will be worn by staff when appropriate to do so.

Windows and doors in classrooms will be open at all possible times to support ventilation and air conditioning is safe to be used where required.

All classrooms will have tissues, hand sanitiser and anti-bacterial wipes/spray available for use if they are needed. Gloves and anti-bacterial spray is available for use if a student sneezes or coughs over a desk area requiring cleaning. Bins are available for the disposal of tissues, anti-bacterial wipes or gloves. Students who are moving to another classroom for their next lesson may be expected to clean down their work space ready for the next class.

All other classroom routines remain the same. The PRAISE code will still operate as normal with three different areas for isolation one for each year group. There will be no moved rooms. Anyone who is removed to isolation and is still unable to follow the rules of that setting will be sent home for the safety and wellbeing of all other students and staff-this will be done via an official exclusion and we hope this will be a last resort.

IT Rooms

IT rooms will have separate cleaning arrangements. At the end of every IT lesson, students will be asked to wipe down their keyboards, mouse and desk area using anti-bacterial wipes.

Toilet visits

Students will be strongly encouraged to use the toilet at break and lunch time. Supervision of the toilets will be in place at all times to ensure students wash their hands before returning to lesson. Staff should also ask students to sanitise their hands on return to the classroom.

Toilets will be cleaned periodically throughout the day along with associated taps and sinks.

If a child requests to go to the toilet during a lesson, the student does not need to take their planner with them. Students with toilet passes will be allowed to go to the toilet without question, but staff will use their discretion and discourage other students from leaving the lesson. Toilet visits should be made at the appropriate time i.e. at break and lunch times. If students need to go to the toilet during lesson time, staff will ask students to record the visit to the toilet in their planner, on the relevant day recording the time the student left the lesson.

At break time students must only use the toilets allocated to their year group bubble. If they need to go to the toilet during a lesson they can use the nearest toilet to their classroom. Year 9 will start break early so they can use the main school toilet at break time before Year 11's arrive 10 minutes later.

Year 9 – Main School Toilets/Language Corridor

Year 10 – PE Toilets

Year 11 – Main School Toilets

Dismissal from school

Student dismissal will be staggered according to year groups. When lessons are finished for the day you should leave school by the designated exit for your year group bubble or if you are in a practical area the nearest exit. Make your way to the main gate and leave the site. Do not wait for other students on Knightsbridge.

After school clubs will not run until further notice.

If waiting at Regent Centre for public transport try to keep within your year group bubble and maintain social distancing with the public. Face Coverings must be worn on public transport.

Parents/carers will not be allowed on site to collect students and should avoid parking on the double yellow lines on Knightsbridge.

Uniform, Equipment & Behaviour

Uniform

Our uniform is an important part of our identity as a school and our normal high expectations for full school uniform will remain. You should contact your head of year if you have issues with your child's uniform. Uniform should be kept clean but no additional cleaning is required.

Physical Education

Students with PE on their timetable should arrive to school in full PE kit, wearing their school sweatshirt and/or school coat over the top (hoodies are not allowed). They will remain in this kit for the whole school day. Contact sports won't take place and equipment won't be shared without cleaning. ***Any student out of uniform whether that be PE kit or school uniform will be sanctioned via the usual PRAISE procedures.*** If there are issues with this please contact your child's pastoral team.

Students who are arriving in their PE kit must also bring their uniform in case PE kit becomes wet.

Practical subjects

Where it is safe to do so, practical activities will take place but this is likely to only be where class sizes are smaller. Students will be told where practical work is taking place and what equipment they require (i.e. apron for cookery).

Books and equipment

Staff and pupils can take books home, as long as they avoid unnecessary sharing.

Students should bring their own basic equipment into school and not share it with anyone. Additional information is available on the school transition website. The basic equipment that all students should have are:

- Black/Blue Pen
- Pencil and rubber
- Ruler
- Scientific Calculator
- Water bottle (see below)

Marking work has not been identified as a risky activity and so student work will be marked as normal. The giving out/collecting in of books, handouts, worksheets by teachers is permitted and staff will clean their hands before and after doing so.

Some staff will prefer to mark electronically to avoid collecting in books. Students should work to the routines of each individual teacher and should be familiar with submitting work via Frog. If you do not have access to a computer/WiFi to submit work students should speak to their class teacher to arrange a suitable alternative.

Subject specific resources that students use (i.e. cookery equipment) can be used by students but sharing will be avoided where possible and will be cleaned before use by another group.

Water bottles

All students are required to bring water into school in a water bottle. Water bottles may be refilled at break and lunchtimes but not between lessons.

Student behaviour expectations & Code of Conduct

Our high standards for student behaviour will be more important than ever. ***Personal responsibility at this time is more important than ever.*** Safe, sensible conduct will be required by all students and good conduct will be recognised by the rewards system. Equally, there will be a zero tolerance approach to anyone who behaves in a way that deliberately puts the safety of others at risk. We will expect students to do as they asked first time every time and remain on task in lessons in order to facilitate catch up from lockdown.

The PRAISE code will still operate as before. Rewards and Behaviour comments will be issued as usual, using a stamp to avoid unnecessary contact with student's planners by staff.

The behaviour policy has an addendum relating to covid-19 specific issues. Detention will run as normal but with separate locations for each year group bubble.

Internal Exclusion/Isolation

We have moved the location of isolation into Q1, Q2 & Q3, to allow for three separate areas one for each year group. This will operate as normal with students being kept separate. Students in isolation over lunchtime will be given a cold lunch at 12.00pm and will eat this in the dining room before returning to isolation. Toilet visits will also be allowed at this time if required.

Fire/Lockdown drill arrangements

The normal procedure for a fire and lockdown drills remains. The priority in the event of any fire is to vacate the building in a calm and controlled manner via the nearest fire exit. However, students are instructed to maintain social distancing where possible. This includes lining up with students maintaining a distance of at least 1 metre from people in the line.

Student medication and first aid

Students receiving medication

A small number of students are medicated in school and this will continue as before. Medication will be issued using the medical room – opposite student reception, which has been adapted to ensure staff administering medication are 2 metres away from students and do not have any direct contact with students. Medication will be left on the table for students to collect rather than distributing the medication to them by hand.

We ask that parents keep us updated with medication requirement as these may have changed since we closed in March.

First aid

If a student requires first aid then the first aider will wear PPE if required. The usual first aid rooms will be used for any medical issues not related to covid-19.

Other adjustments for coronavirus

Visiting school

Parents will not be permitted on site without a pre-arranged meeting. Any contact with school should be made by phone on 0191 2851000 or email at admin@ga.newcastle.sch.uk

Safeguarding and Child Protection

Safeguarding and child protection is always our number one priority. If you have concerns about the safety or wellbeing of any child then you should contact one of our designated safeguarding leads. The designated safeguarding leads in Main School are Mrs C Milburn and Mr P Chahal. Mrs K Blackburn is the Safeguarding Lead for Sixth Form. The deputy designated safeguarding leads are Mr G Mather and Mr D Sheppard. All Heads of Year have regular Safeguarding training and also deal with safeguarding issues.

Pastoral support & wellbeing plans

We know that a significant proportion of our school have been negatively affected by the pandemic and we will be looking to help all students who require well-being support. Many of those we wish to help have been

identified through the keeping-in-touch meetings will have bespoke wellbeing plans drawn up and implemented by their head of year.

We ask parents to keep us informed of any concerns about their children by contacting the relevant head of year.

Special Education Needs (SEN) Support

SEN support will continue for all students on the SEN register. Anyone wishing to discuss SEN support should contact Mrs L Allan Grant who is our SENDCo.

Attendance/Welfare Issues

Other than in exceptional cases where medical professionals have advised against a return to school we expect to see all students back on the week commencing March 8th. Having followed the Government guidelines and taking into account the systems of control we believe the school has adopted safe protocols. The Government have asked schools to adopt usual Attendance procedures.

If you have any questions about your child's attendance Mrs A Stanley (Welfare & Attendance Officer) or the appropriate Head of Year will be able to help.

Peripatetic music lessons

These will continue subject to further guidance.

Assemblies

Formal assemblies will not be held in school until further notice. However, a virtual assembly programme will run through the PRAISE lesson to ensure students still cover the content of previous assemblies as we regard this as an important aspect of school life.

Cousins Library

The library will be closed at social times initially until half term.

Some Year 9 IT lessons will be timetabled in the Library and appropriate seating arrangements will be in place to allow for social distancing. Students will be expected to clean down their computer, keyboard and mouse and desk area at the end of every lesson.

The Library may also need to be used at break and lunch time for a certain year group during inclement weather-Year 11(break) and Year 10(lunch).

Enhanced cleaning routines

Full time cleaners will be working on site each day. An enhanced cleaning routine will operate focussing on communal areas, break and lunchtime, frequently touched surfaces e.g. door handles and other areas as required. In addition, the site team will undertake additional cleaning responsibilities at busy times like break and lunch.

Classrooms will be cleaned thoroughly at the end of each day and during the day as required.

Student lockers

Student lockers are not available for students in main school.

School trips

Unfortunately, all schools trips are suspended until further notice. This includes sports fixtures but we will be reviewing this as the year progresses and will resume these once it is safe to do so.

What we'll do if someone becomes unwell

We will contact you if your child becomes unwell at school. We will ensure your child is isolated from all others until they can be collected. We will then ask parents to arrange for the student to get a test and notify the school asap of the result. Clearly, until the result is available the child should self-isolate along with other members of their family.

If the test is negative and the student feels better they can return to school and other members of their family can stop self-isolating.

If the test is positive they must follow the guidance in the link below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

To avoid unnecessary alarm and to respect confidentiality we ask parents not to place any information regarding known or suspected cases on social media as this can cause further, and often, undue anxiety.

All parents should familiarise themselves with the documents in the link below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Remote Learning - Educating students who are self-isolating due to covid-19

The school has plans in place to support any student who is unable to attend school due to coronavirus so that they can continue to receive as high a standard of education as is possible. This will either be online, through live lessons, the Frog Virtual Learning Environment (VLE) or by hard copy through the post.

We will discuss the best way of doing this with individual parents/carers as and when required.

Every student is expected to attend school unless they are genuinely unwell or self-isolating due to close contact with a Covid 19 case. The government is reinstating mandatory monitoring of attendance. In this event parents should contact their Head of Year who will arrange work and inform the school of the reasons for absence

Test and Trace

All members of the school community will be expected to fully engage with the NHS Test and Trace programme. This is a four step process to be followed. As such, anyone with covid-19 symptoms will:

- a. If result is positive, provide details to NHS Test and Trace of anyone they have been in close contact with
- b. Self-isolate
- c. We require parents and staff to inform us immediately of the results of a test.
 - i. If negative and they feel well with no symptoms a student can stop self-isolating
 - ii. If positive, the student should self-isolate for 10 days. They can return to school after 10 days even if they still have a cough.

In the case of a positive test results, the school will send home people who have had close contact with the infected individual should the Health Protection team advise this. Close contact is defined as having:

- any face-to-face contact within 1 metre,
- contact for more than 15 minutes at a distance of between 1 – 2 metres
- been in a small vehicle with the infected individual.

These people should self-isolate for 10 days. Household contacts of those self-isolating don't need to self-isolate unless the person sent home develops symptoms.

In addition, if there are two or more cases amongst the school community within 14 days, or an overall rise in sickness absence then we will work with the local health protection team who will advise if additional action is required. Whole school closure will generally, not be necessary.

Our contingency plan

The DfE have stated that, by the end of September, the school should have a full contingency plan for if there is a local lockdown or an outbreak of covid-19 within school. We have a plan ready which we can implement immediately if required. The plan covers a number of potential outcomes, involve remaining partially open to some students or closing completely. In the event of any partial or full closure, we will look to:

- Cover the same content in lessons that we would have covered if the school was open
- Give access to high quality remote education resources
- Select online tools that allow interaction, assessment and feedback
- Provide printed resources for those without online access
- Work with families with SEND

We would inform parents of any partial or full closure by text message and post a letter immediately on the school website.

To support with this planning, we will be asking all parents/carers to complete a data collection to establish whether they one or both parents are critical workers.

Key contacts

There are a number of key contacts who you can contact to discuss issues in school. In the first instance, contact the relevant contact below

To report absence:

Mrs White	Attendance Officer	0191 2851000
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To discuss pastoral issues:

Mrs Alamo	Assistant Director - Head of Year 9 (A – H)	0191 2851000
Mr L Shemeridine	Associate leader – responsibility Year 9 (M – U)	0191 2851000
Mr S Davison	Senior Learning and Pastoral Supervisor Year 9 (A – H)	0191 2851000
Ms S Dawn	Senior Learning and Pastoral Supervisor Year 9 (M – U)	0191 2851000
Miss J Davidson	Associate Leader – Head of Year 10 (A – G)	0191 2851000
Mrs S Lunn	Associate leader – Head of year 10 (N – U)	0191 2851000
Mrs J Rayner	Senior Learning and Pastoral Supervisor Year 10 (A – G)	0191 2851000
Mr R Bradshaw	Senior Learning and Pastoral Supervisor Year 10 (N – U)	0191 2851000
Mr N Thrall	Associate Leader – Head of Year 11	0191 2851000
Mrs R Thornley	Senior Learning and Pastoral Supervisor Year 11 (A – K)	0191 2851000
Mr L Shickle	Senior Learning and Pastoral Supervisor Year 11 (N – Z)	0191 2851000

For safeguarding and child protection matters

If you have any general questions your first port of call is your Child’s Learning Plan Manager(Form tutor) or Senior Learning Pastoral Supervisors who will involve other staff at need.

Mr G Mather	Student Well-Being Lead – Deputy Safeguarding Lead	0191 2851000
Mrs C Milburn	Acting Director Main School - Safeguarding Lead	0191 2851000

If neither of the above are available and you have an URGENT safeguarding concern please contact Mr Chahal, Mr Sheppard or any senior member of staff who will be able to help.

